

## Ukraine MoDA Position Description

**\*Applicants must be DoD Civil Service in the GS 14/15 pay grades to be eligible\***

**COCOM: EUCOM**

**Location: Kyiv, Ukraine**

**Function: Organizational Change Management**

**Tour length: 12 months (plus 2 months training)**

**Clearance: SECRET**

**Title: Senior Advisor**

**Grade: GS-14/15**

**Background:** The Ukrainian government seeks to modernize and build the capacity of the Ministry of Defense (MoD), General Staff (GS), and defense establishment in order to strengthen defense governance, enhance management capabilities, and build a more effective force to protect Ukraine's sovereignty. The President of Ukraine has signaled his desire for the defense establishment to move toward Euro-Atlantic integration as a way to meet this challenge and address gaps in Ukrainian defense capabilities. Through the U.S. European Command (EUCOM) led Multinational Joint Commission on Security Cooperation and Military Reform, Ukraine has indicated the desire to improve military capabilities and to fill these gaps in part through bilateral defense reform efforts with the U.S. in specific functional areas, including Defense Institution Building (DIB). The U.S. has responded with the development of a two-year comprehensive and persistent engagement program. The Ukraine DIB program is designed to provide broad coverage to engage with many different departments/organizations in numerous areas including: strategy and policy, logistics, resource management, human resource management; requiring a greater degree of coordination and synchronization than normal because of the pace (1 to 2 activities per month) and the diversity of engagement.

**MoDA Requirement:** The MoDA will advise Ukrainian counterparts on defense governance and management, coordinate US bilateral DIB activities and advisory efforts, and support the US country team in a comprehensive effort to coordinate and support the implementation of recommendations to reform the organizational structure and processes of the Ukrainian defense establishment. The advisor will partner with key Ukrainian leaders and staff to improve MoD horizontal integration and coordination to pursue MoD goals and priorities. The advisor must be knowledgeable of change management principles and methodologies, and is expected to coordinate efforts with the Office of Defense Cooperation's (ODC) DIB Coordinator. The advisor will work with the Defense Governance Management Team (DGMT) to synchronize and de-conflict planned activities with related U.S. security cooperation efforts, NATO and allied efforts, and other appropriate activities and actions. The advisor will identify deviations in implementation execution, and keep the DGMT informed of any changes or matters that would affect the ability to execute planned events. The advisor will be required to utilize performance metrics, such as financial results, operational efficiency, leadership commitment, and communication effectiveness to report progress of reform initiatives. The MoDA will lead U.S. advisory efforts, coordinate with NATO and other partner nation advisory teams, and act as the primary interlocutor with the Minister and Chief of Defense (CHOD) for U.S. engagement.

### **Required Knowledge/Skills/Abilities:**

- Experience in developing and implementing organizational change and management solutions in large and complex organizations.
- Knowledge of organizational change management methods, tools, and frameworks.

- Basic knowledge of defense institution building functional areas of policy and strategy, defense resources, human resource management, logistics, civil-military relations, and defense governance and management and how these areas relate to each other.
- Demonstrated communication skills and the ability to work collaboratively with counterparts to help them achieve goals through the provision of quality advice, support and mentoring.
- Proven self-starter who can be successful working independently at various organizational levels and with executives/managers/leaders/staffs from multiple functional areas.
- Demonstrated ability to effectively engage with senior-level policymakers and military general officers/flag officers, both U.S. and foreign.
- Exceptional interpersonal skills, preferably with experience in mentoring, training, and living in an international setting.
- Strong coordination and synchronization skills necessary to work with a wide-range of USG security cooperation / assistance entities and individuals, related allied and multinational organizations, and assorted NGO efforts.
- Willingness to work collaboratively with MoD officials and U.S., UK, and NATO advisory efforts relating to defense institution building.
- Ability to travel throughout Ukraine, and a strong interest in learning a foreign language.

#### **Desired Knowledge/Skills/Abilities:**

- Experience across the areas of leadership development, communications, training, and organizational development.
- Familiarity with Euro-Atlantic of defense reform principles.
- Proven success in individual and organizational capacity building, and desire to share knowledge, mentor and coach others.
- Demonstrated ability to work in a challenging and complex environment with limited resources and to apply innovative and creative solutions to resolve problems.
- Demonstrated creative problem solving skills and the ability to work independently or as part of a team.

#### **Specific Tasks:**

- Assist Ukrainian partners in developing sustainable ministerial structures, systems, processes, administrative functions, and communications flow so the MoD can achieve restructuring goals and support ongoing missions effectively and transparently.
- Analyze and enhance the capability and capacity of the Ukrainian MoD for strategic thinking, coordinated planning and military decision making to address immediate, critical strategic and operational requirements. Support the overall capacity building of defense governance and management efforts.
- Facilitate interagency/inter-ministerial coordination on issues between MoD and other Ukrainian stakeholders.
- In close coordination with the Senior Defence Official (SDO) and the Chief, ODC, directly synchronize with and support the DGMT and related DoD and EUCOM defense reform efforts.

#### **Additional Requirements:**

- Incumbent must be able to obtain and maintain a SECRET security clearance.
- Incumbent must be available for detail from their home organization for a period of 14 months to include training, preparation and a 12-month assignment.

Interested applicants should submit the following:

1. Cover letter
2. Resume
3. Current SF-50 (redacted, no SSN)

HOW TO APPLY: Submit application package to the MoDA Program Office email address:  
[dscn.ncr.bpc.list.moda@mail.mil](mailto:dscn.ncr.bpc.list.moda@mail.mil)

Applications are due NLT 25 March 2016. Competitive applicants will be contacted for a telephone interview. Throughout the process, reference and background checks will be completed.